

EXHIBITS EVENT LOG [Diagram Room Setup on Back]

_____ Vs _____

Deponent _____ Vol. ____

Operator _____ Date _____, 2008

TP #	ON	+	OFF	=	SUB	=	TTL
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Comments: _____

MLS Atlanta
1117 West Peachtree Street, NW
Atlanta, GA 30309
404-351-3070

MERRILL CORPORATION



Caption: _____
 Deponent: 1) _____ Vol. _____
 2) _____ Vol. _____
 Job #: _____ Job Date: ____/____/____
 Job Time: ____:____ Arrival Time: ____:____ Departure Time: ____:____
 Videographer: _____
 Case #: _____

Client Firm: _____
 Address: _____
 Attending Attorney: _____ Phone #: ____ (____) _____
 Depo Location: _____

REMARKS: _____

Extra Job Info

Sub-Contracting
 For Which Agency? _____
 Originals Archived At: _____

Special agency specific info:

Set-up: _____
 Strike: _____
 Total Hours on Job: _____
 Excess Drive time _____
 Managed Case Whose? _____

*****REMINDER*****
 Synchronize VITC TimeCode AND Time/Date Stamp
 with Court Reporter's Real-time Stamp.
 Ask For Business Cards.
 **List All Appearances AND Copy Orders on
 Back**

Starting Volume #: ____/____ Format: _____
 Audio mixed Separate T/C Bars & Tone

Total Running Time of Each Tape:
 T1 ____:____ T2 ____:____ T3 ____:____ T4 ____:____ T5 ____:____

Time of Day Start and End Times (Per Tape)
 S1 ____:____ S2 ____:____ S3 ____:____ S4 ____:____ S5 ____:____
 E1 ____:____ E2 ____:____ E3 ____:____ E4 ____:____ E5 ____:____

Total number of tapes used today ____/____
 Total # (sets) of copies ____ VHS / ____ CD
 Level of Confidentiality: _____

Actual start time: ____/____
 Deposition end time: ____/____
 Total Depo Time: ____/____
 Will Depo continue? ____/____
 If yes, when? ____/____

Court Reporter _____ Firm _____ Real-time
Parking: _____

LIST ALL APPEARANCES BELOW: FIRMS REQUESTING ADDITIONAL COPIES

Shaded areas to be filled in by office personnel

<p>Bill for 0 & 1 (Noticing Attorney)</p>	<p>Split billing Y N</p>
<p>Copy Y N Media: VHS CD DVD Sync: Y N</p> <p>Attorney Address Phone Representing</p> <p>Rush</p> <p style="text-align: right;">Δ π</p>	<p>Copy Y N Media: VHS CD DVD Sync: Y N</p> <p>Attorney Address Phone Representing</p> <p>Rush</p> <p style="text-align: right;">Δ π</p>
<p>Shipped by: _____ Service _____ Date _____ COD: Y Invoice # _____ Date _____</p>	<p>Shipped by: _____ Service _____ Date _____ COD: Y Invoice # _____ Date _____</p>
<p>Copy Y N Media: VHS CD DVD Sync: Y N</p> <p>Attorney Address Phone Representing</p> <p>Rush</p>	<p>Copy Y N Media: VHS CD DVD Sync: Y N</p> <p>Attorney Address Phone Representing</p> <p>Rush</p>
<p>Shipped by: _____ Service _____ Date _____ COD: Y Invoice # _____ Date _____</p>	<p>Shipped by: _____ Service _____ Date _____ COD: Y Invoice # _____ Date _____</p>
<p>Copy Y N Media: VHS CD DVD Sync: Y N</p> <p>Attorney Address Phone Representing</p> <p>Rush</p>	<p>Copy Y N Media: VHS CD DVD Sync: Y N</p> <p>Attorney Address Phone Representing</p> <p>Rush</p>
<p>Shipped by: _____ Service _____ Date _____ COD: Y Invoice # _____ Date _____</p>	<p>Shipped by: _____ Service _____ Date _____ COD: Y Invoice # _____ Date _____</p>

Merrill Legal Solutions **DEPOSITION SCRIPT**

When everyone is ready to begin say, "One moment please." Then start tapes and begin reading script.

"Here begins videotape number one in the deposition of: _____

in the matter of _____

vs. _____

Today's date is _____. The time on the video monitor is _____.

The video operator today is _____, contracted by MLS Atlanta. This video deposition is taking place at _____.

Would Counsel, please state your name for the record and whom you represent." ***When they finish say, "The court reporter today is _____ of _____"***

If necessary say, "Would all others present please state your name for the record." When they finish

say, "Would the reporter please swear in the witness." After witness is sworn in say, "Please begin."

GOING OFF THE RECORD, Make sure all counsel agree to go off. Then announce, "Going off the record. The time is _____." After tape has stopped say, "Tape is stopped."

COMING BACK ON THE RECORD, When all counsel are ready to resume say, "One moment please." Then start tapes and announce, "Back on the record. The time is _____."

CONCLUDE EACH TAPE WITH, "This marks the end of tape number _____ in the deposition of _____. Going off the record. The time is _____." ***After tape has stopped say, "Tape is stopped."***

BEGIN EACH NEW TAPE WITH, "One moment please." Then start tapes and announce, "Back on the record. Here marks the beginning of tape number _____ in the deposition of _____The time is _____.

END DEPOSITION WITH, "Here marks the end of videotape number _____, in the deposition of _____. The original videotape(s) will be retained by MLS Atlanta, 1117 West Peachtree St., Atlanta, GA 30309.

LEGALINK – MERRILL LEGAL SOLUTIONS ATLANTA VIDEOGRAPHER REQUIREMENTS

Technical Requirements

- Media Format: **Mini DV, DVCAM or DVD**

VHS is NOT ACCEPTABLE

- On-Screen Time/date stamp {hours/minutes}/{seconds if possible}
- Clocks synchronized to the court reporter's real time clock
- Lavalier Mics on each participant (4 minimum)
- Safety Copy (SVHS or DVD)

Preferred but not mandatory:

- VITC time code in free-run matched to time of day
- 3-chip, 650 line Camera
- Professional Neutral Backdrop
- 30-45 seconds of color bars and oscillating tone at head of each tape
 - Color bars recorded at the time of every tape change followed by 10-30 seconds of black with date/time stamp, cutting to the depo with at least 5 seconds of black at the tail of each tape
- LOWEL TOTA lighting kit, or equivalent
- All tapes should be returned tail out (not rewound)

Administrative Requirements

- Ship Videotapes and Paperwork via **NEXT DAY AIR**
- Ask all attorneys for business cards. Handwritten info acceptable (Print Neatly)
- Ask all attorneys if they want Tape, CD, DVD Video, Synced to the Transcript.
- Complete all log sheets and all job worksheets (event, exhibits, etc.) provided by LegaLink and return them with your camera master tapes.
- LegaLink will make all copies on CD, DVD or tape.

Please let us know immediately if you cannot meet any of these requirements.

866-351-3376

“➤” = Designates Mandatory Requirement